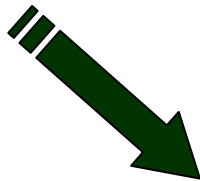
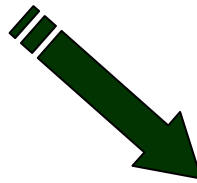


The New Hampshire Department of Environmental Services  
Requests Proposals for

**2004 Watershed RESTORATION Grants**



Application forms are  
available on-line at  
[www.des.nh.gov/wmb/  
was/2004WRG/PartB](http://www.des.nh.gov/wmb/was/2004WRG/PartB) !



INFORMATION PACKET  
SUMMER 2004

## **2004 WATERSHED RESTORATION GRANTS**

### **1. Introduction**

The New Hampshire Department of Environmental Services (DES) receives federal funds from the U.S. Environmental Protection Agency (EPA) each year to address nonpoint source pollution problems through local watershed management. The funds are appropriated through Section 319 of the Clean Water Act. A portion of these funds is required by EPA to be set aside to implement watershed restoration plans for Waterbodies with documented water quality problems, also known as impaired waters. DES currently has \$340,000 available for local groups to develop watershed restoration plans. An additional \$500,000 for plan implementation will become available in October 2004.

DES invites local governments and non-profit organizations to submit proposals for watershed restoration plan development and implementation for impaired waterbodies (list of Impaired Waterbodies is available at

[http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters\\_NPS.pdf](http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters_NPS.pdf)). Watershed plans must identify pollution sources in the watershed that are causing the impairment and comprehensively lay out a plan to address the pollution sources. A plan must also track the progress made toward achieving the goals of meeting water quality standards.

DES has published a list of Waterbodies that are considered “impaired”, meaning that the quality of the water does not meet minimum standards set by the State or does not support the uses of the waterbody such as swimming, fishing, boating, shellfishing and aquatic life support. If your waterbody has a pollution problem it may or may not be on the list. At this point in time, the DES list is not comprehensive. Check to see if your waterbody is on the list ([http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters\\_NPS.pdf](http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters_NPS.pdf)) for the pollution problem you have identified (e.g., bacteria pollution, low dissolved oxygen). If it is, then you are eligible to apply for funding under this request for proposals. If your waterbody is not listed, you will need to provide documentation that supports the pollution problem. This can be accomplished in several ways.

For Waterbodies not listed in the NPS Impaired Waters List ([http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters\\_NPS.pdf](http://www.des.nh.gov/wmb/was/2004WRG/impairedwaters_NPS.pdf)), the applicants need to supply sufficient information to document the water quality impairment. For all impairments with the exception of stream channel reconfiguration issues, documentation shall comply with the standards described in the DES *Consolidated Assessment and Listing Methodology*(CALM), available at: <http://www.des.nh.gov/wmb/swqa/2004/pdf/CALM.pdf>, see

## PART A: GRANT INFORMATION

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particularly Section 3.2 Assessment Criteria by Designated Use. Contact Gregg Comstock at 271-2457, or [gcomstock@des.state.nh.us](mailto:gcomstock@des.state.nh.us), if you have any questions about the CALM.

For documenting impairments associated with stream channel configuration, please see *Generic Quality Assurance Project Plan for Stream Morphology Data Collection*, Provan & Lorber, Inc., July 2003, available online at [www.des.nh.gov/wmb/was/QAPP/](http://www.des.nh.gov/wmb/was/QAPP/).

## **2. Who Can Apply?**

The following governmental subdivisions and non-profit organizations are eligible to receive Watershed Assistance Grants. **Non-profit organizations must be registered as corporations with the N.H. Secretary of State, see [www.state.nh.us/sos/corporate/](http://www.state.nh.us/sos/corporate/).** Other groups may also apply for grant funding by partnering with the following organizations:

- Municipalities
- Regional Planning Commissions
- Non-profit Organizations
- County Conservation Districts
- State Agencies
- Watershed Associations
- Water Suppliers

## **3. Criteria**

If you have a restoration plan already completed, check to see if the plan includes the elements listed below. If it does, you are encouraged to submit a proposal that begins to or continues the implementation of the plan. If your plan does not have all the elements listed below, you are encouraged to submit a proposal that includes creating these new sections of your plan. If no plan exists for your waterbody, you are encouraged to submit a proposal for developing a plan in accordance with the elements listed below. As always, DES Watershed Assistance staff are available to help you through this process. See contact information below.

To fully address water quality problems, watershed restoration plans must identify and document water quality impairments and describe the geographic extent of the pollutant sources. The next step is to analyze the level of pollutant load reduction, or aquatic habitat restoration that is required to bring the impaired Waterbodies back up to state water quality standards. Then, best management practices are identified that will achieve the needed pollutant load reductions or habitat restoration. Finally, a monitoring strategy is proposed to measure progress toward the water quality goals. Required watershed restoration plan elements are identified below. If your proposal is for developing a plan, include tasks in your proposal that will help you meet the required elements.

## PART A: GRANT INFORMATION

Application Forms are available on-line at [www.des.nh.gov/wmb/was/2004WRG/PartB](http://www.des.nh.gov/wmb/was/2004WRG/PartB)

- a) Identify pollution sources: An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of storm drains that need retrofits; Y miles of gravel roads that need drainage BMPs; or Z linear miles of eroded streambank needing remediation).
- b) Estimate pollution reductions needed: An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability of the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for storm drain retrofits, gravel road BMPs or eroded streambanks). For watersheds with impaired habitat, or for watersheds impaired by something other than a pollutant, such as hydromodification, estimate the scope of restoration needed for the water body to support aquatic life.
- c) Actions needed to reduce pollution: A description of the NPS management measures that will need to be implemented to achieve the load reduction or habitat restoration scope estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan.
- d) Costs and authority: An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan. As sources of funding, grantees should consider, State Revolving Funds, USDA's Environmental Quality Incentives Program and Conservation Reserve Program, cash or in-kind services from landowners, and other relevant Federal, State, local and private funds that may be available to assist in implementing this plan.
- e) Outreach and education: An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.
- f) Schedule: A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.
- g) Milestones: A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.

## PART A: GRANT INFORMATION

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- h) Success indicators and evaluation: A set of criteria that can be used to determine whether loading reductions or habitat restoration is being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised.
- i) Monitoring plan: A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.

### **4. Grant Requirements**

1. Applicants must provide at least 40% of the total project cost (not 40 % of the grant amount requested) with non-federal funds and/or in-kind services. One way to calculate the required match is to multiply the grant funds requested by 0.667. Volunteer labor can be valued at \$17.19 per hour (see [www.independentsector.org](http://www.independentsector.org) for methodology, if interested), or at the current professional rate for services provided.
2. If your proposed project involves the collection, analysis, or manipulation of environmental data and it is selected for funding, it will require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by DES and the U.S. EPA prior to the commencement of sampling or data collection. Applicants must include the preparation and implementation of this plan as a specific task and as an item in the budget. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. For guidelines on the timeframe required for development and approval of QAPPs, visit the DES website at [www.des.nh.gov/wmb/was/2004rfp/QAPPTimetable.pdf](http://www.des.nh.gov/wmb/was/2004rfp/QAPPTimetable.pdf).

All QAPPs should be written according to one of the following guidance documents:

- a. *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), EPA/240/B-01/003, March 2001. Online at [www.epa.gov/quality/qs-docs/r5-final.pdf](http://www.epa.gov/quality/qs-docs/r5-final.pdf) or contact DES for a hard copy.
- b. *The Volunteer Monitor's Guide to QAPPs*, EPA 841-B-96-003, Sept. 1996. Online at [www.epa.gov/owow/monitoring/volunteer/qappcovr.htm](http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm).
- c. Stream restoration projects should consult Generic Quality Assurance Project Plan for Stream Morphology Data Collection, Provan & Lorber, Inc., July 2003. Online at [www.des.nh.gov/wmb/was/QAPP/](http://www.des.nh.gov/wmb/was/QAPP/).
- d. Biological monitoring may need supplemental guidance documents, and will be determined on a case-by-case basis.
- e. Volunteers should use the volunteer monitoring guide and professional organizations should use the QA/R-5 guide. DES has a QA/R-5 document template available for grant

## PART A: GRANT INFORMATION

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recipients and example QAPPs of both types. Before embarking on a QAPP, please obtain these helpful documents from DES.

3. For purchases and sub-contracts exceeding \$2,000, applicants are required to go through a competitive bid process for vendor or contractor selection and to make a good faith effort to hire disadvantaged businesses. See [www.ccr.gov](http://www.ccr.gov) for a small business database, or contact Jillian Jones at 603/271-8475 for more information.
4. Semi-annual progress reports and a final report are required. Reports should provide documentation of task completion, with special attention to measurable results, such as monitoring data and photographs. Report forms are available on the DES website, [www.des.nh.gov/wmb/was/2004rfp/ProgressReportForm.doc](http://www.des.nh.gov/wmb/was/2004rfp/ProgressReportForm.doc).
5. Projects cannot implement requirements of state or federal permits or enforcement actions. Stormwater activities in municipalities covered by federal phase II stormwater permits are eligible only if they are not specifically required by an NPDES permit.

### **5. Evaluation Criteria**

Applications will be evaluated based on how well they address the elements of a watershed restoration plan listed in a) through i) above.

### **6. Application & Deadline**

Applications must be submitted no later than 4:00pm on **September 17, 2004**. Any proposal received after this specified time will be rejected.

Download application forms at [www.des.nh.gov/wmb/was/2004WRG/PartB](http://www.des.nh.gov/wmb/was/2004WRG/PartB).

Applicants shall submit an electronic version plus five original hard-copy applications on template forms provided by DES. All proposals must be submitted to:

NH Department of Environmental Services  
P.O. Box 95  
Concord, NH 03302-0095  
ATTN: Jillian Jones  
Watershed RFP

E-mail electronic copies to: [jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)

For overnight shipping or hand deliveries, our address is 29 Hazen Drive, Concord NH 03301-6509.

Note: We have a new street number, but we are located in the same building!



## PART A: GRANT INFORMATION

Application Forms are available on-line at [www.des.nh.gov/wmb/was/2004WRG/PartB](http://www.des.nh.gov/wmb/was/2004WRG/PartB)

### **7. For More Information**

For information and assistance regarding Watershed Restoration Grants in the:

**Merrimack Watershed:** contact Steve Landry at 603/271-2969 ([slandry@des.state.nh.us](mailto:slandry@des.state.nh.us))

**Coastal Watershed:** contact Natalie Landry at 603/433-0877 ([nlandry@des.state.nh.us](mailto:nlandry@des.state.nh.us))

**Other Watersheds:** contact Eric Williams at 603/271-2358 ([ewilliams@des.state.nh.us](mailto:ewilliams@des.state.nh.us))

### **8. Documentation Required for Grantees**

Grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds. Grant agreements for \$5,000 or more require Governor and Executive Council approval. The State of New Hampshire requires the following documentation for execution of Grant Agreements (this documentation is **not required at the time of application** for Watershed Restoration Grants, but will be needed to award grants to successful applicants):

1. Vendor Code (issued following submittal by applicant of the "Alternate W-9" form - provided by DES).
2. Notarized "Grant Agreement" form (the "contract") – provided by DES and signed and notarized by applicant.
3. Notarized "Certificate of Authority" form – provided by DES and signed and notarized by applicant (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
4. "Certificate of Good Standing" form from the N.H. Secretary of State (Note: This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so).
5. Certificate of Insurance indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage) - provided by applicant. (Note: The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.)

### **9. Time Table for Contract Processing**

The 2004 Watershed Restoration Grant proposals, including a completed application and project narrative, are due **September 17, 2004**. Funding decisions will be made by **October 29, 2004**.

## **PART A: GRANT INFORMATION**

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Total time to process a grant agreement once the proposal is received from an organization is approximately **6 months**, as shown in the table below.

<b>PROCESS</b>	<b>APPROXIMATE TIME FRAME</b>
1. Evaluate and rank proposals.	<b>October 15</b>
2a. Contact organizations submitting successful proposals by phone to congratulate and set up meeting to discuss project.	<b>October 29</b>
2b. Contact organizations submitting unsuccessful proposals by letter.	<b>November 12</b>
3. Draft grant agreements sent to successful applicants.	<b>November 19</b>
4. Meet with successful applicants to discuss draft agreements and answer any questions regarding project.	<b>November - December</b>
5. Receive signed and notarized grant agreements from organizations.	<b>January 21</b>
6. DES Commissioner and N.H. Attorney General's office review grant agreements.	<b>February</b>
7. Submit grant agreements to Governor and Executive Council for approval.	<b>February</b>
8. Governor and Council approval.	<b>March</b>
9. Project may begin.	<b>April</b>

\* If an organization has not registered with the Secretary of State, this process may be delayed.